

# //ADULT VOLUNTEER GUIDELINES//

## CHAPERONE GUIDELINES

- A Leadership Application and background check (which includes a check of the national sex offender registry) must be completed before being considered for the position of Chaperone/Volunteer Leader in the youth ministry.
- Those wishing to drive must also complete a Drivers Application annually.
- All Chaperones/Volunteer Leaders must attend leadership orientation prior to leading any events or activities.
- All Chaperones/Volunteer Leaders must be aware of all Emergency and Medical Emergency Procedures.
- Chaperones/Volunteer Leaders must attend all scheduled event, camp or activity meetings prior to events they will be attending.
- Chaperones/Volunteer Leaders are expected to be actively involved in building relationships with the students.
- Chaperones /Volunteer Leaders must live up to the same standards to which students are being held.
- You are part of the leadership team, remain a leader at all times.
- Chaperones/Volunteer Leaders should arrive for events/activities 15-30 minutes prior to students.
- Chaperones/Volunteer Leaders should dress Appropriately for the event/activity.
- While maintaining order, control and participation is part of a Chaperone, Volunteer Leaders responsibility, major discipline issues should be referred to the senior staff member or Volunteer Leader in charge.

## ADDITIONAL GUIDELINES WHILE TRAVELING

- Chaperones will be assigned to every student room when numbers allow.
- No Chaperone will be assigned to a room with fewer than 2 students.
- Male Chaperones will be assigned to male rooms, female Chaperones will be assigned to female rooms regardless of other family members traveling with the group.
- Every effort will be made to ensure the Chaperone has a bed to themselves regardless of room configuration.
- Chaperones must be dressed/covered in front of students at all times.
- No special privileges can be granted by a room chaperone. Privileges for one room apply to all.

## TRANSPORTATION

- No Alcohol/ Tobacco In Any Form/Illegal Drugs/ & Nothing That Explodes!!
- Pick up and drop off students so they are not required to cross the street.
- Drivers should not be required to discipline. Appoint another with this responsibility.
- Each vehicle must have at least one chaperone in addition to the driver
- Doors must remain closed while vehicle is in motion.
- Emergency door must remain unlocked while bus is occupied.
- Never transport more than the posted number of riders.
- To avoid the fire hazard, fuel vehicles only when unoccupied.
- Keep aisles clear at all times.
- Know required vehicle clearance.
- Consider utilizing a trailing vehicle to deal with emergencies, reducing the affect o the entire group.

## **ADDITIONAL TRANSPORTATION GUIDELINES**

- Know the church insurance company's position on the use of 15 passenger vans.
- If using volunteer or staff owned vehicles, consider having the church purchase non-owned/ hired auto liability coverage.
- All drivers must be 21 or older.
- Establish an approved drivers list utilizing the Drivers Application Form.
- Students are not allowed to drive under any circumstances.
- Communicate the expectation of drivers obeying all traffic laws.
- Leave a list of all attendees and travel plans with a contact person or in the church office.
- It is a good practice to rent or lease a vehicle rather than borrow. Insurance coverage is much more clearly defined and mechanical problems are the responsibility of the rental company.